

# *UCF Faculty Senate*



## *Constitution*

## ***PREAMBLE***

Within the legal structure of the University of Central Florida and in cognizance of the reality that the University can only function properly when goodwill is nurtured and maintained by the president, administrators, and faculty, this constitution establishes the means for faculty participation in the governance of the University of Central Florida.

# UCF FACULTY CONSTITUTION

## Table of Contents

- 1.0 - Faculty Participation in University Governance
- 2.0 - The Faculty Assembly
  - 2.1 - Responsibilities
  - 2.2 - Membership
  - 2.3 - Officers
  - 2.4 - Meetings
- 3.0 - The Faculty Senate
  - 3.1 - Responsibilities
  - 3.2 - Membership
  - 3.3 - Apportionment
  - 3.4 - Eligibility
  - 3.5 - Nominations and Elections
  - 3.6 - Vacancies
    - 3.6.1 - Declaring of Vacancies
    - 3.6.2 - Filling of Vacancies
  - 3.7 - Officers
  - 3.8 - Nomination and Election of Officers and Establishment of the Steering Committee
  - 3.9 - Meetings
  - 3.10 - Standing, Reporting and Special Committees of the Faculty Senate
    - 3.10.1 - Committees
    - 3.10.2 - Membership
    - 3.10.3 - Faculty Senate Steering Committee
    - 3.10.4 - Undergraduate Policy and Curriculum Committee
    - 3.10.5 - Graduate Council
    - 3.10.6 - Personnel Committee
    - 3.10.7 - Budget and Administrative Procedures Committee
    - 3.10.8 - Research Council
    - 3.10.9 - Admissions and Standards Committee
    - 3.10.10 - Information Technology Resource Policy Committee
    - 3.10.11 - Faculty Center for Teaching and Learning Advisory Committee
    - 3.10.12 - Library Advisory Committee
    - 3.10.13 - Faculty and Staff Benefits Committee
    - 3.10.14 - University Master Planning Committee
    - 3.10.15 - University Travel Committee

# UCF FACULTY CONSTITUTION

## Table of Contents cont.

- 3.10.16 - University Honors Committee
- 3.10.17 - Commencements, Convocations and Recognitions Committee
- 3.10.18 - University Athletics Committee
- 3.10.19 - Academic Calendar Committee
- 3.10.20 - University Promotion and Tenure Committee
- 3.10.21 - Strategic Planning Council
- 3.10.22 - Common Undergraduate Program Requirement Oversight Committee
- 3.10.23 - University Bookstore Advisory Committee
- 3.10.24 – Parking Advisory Committee
- 3.11 - University System Advisory Council of Faculty Senates
- 3.12 - Bylaws
- 4.0 - College Governance
- 5.0 - Amendment Procedure

# UCF FACULTY CONSTITUTION

## 1.0 FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

Faculty participation in the governance of University of Central Florida shall be provided for by a constituent body, the Faculty Assembly and its representative body, the Faculty Senate.

## 2.0 THE FACULTY ASSEMBLY

**2.1 Responsibilities.** The Faculty Assembly shall address itself to academic and related matters which concern more than one college and to general educational policies. The Faculty Assembly is an advisory body to the president of the University of Central Florida.

**2.1.1** The Faculty Assembly shall normally exercise its responsibilities through the Faculty Senate.

**2.1.2** Summaries of actions taken by the Faculty Assembly shall be sent to each member within one week following each meeting.

**2.1.3** Records of proceedings of the Faculty Assembly shall be kept by the secretary and shall be made public unless designated as closed by the membership or the president.

**2.1.4** Special committees of the Faculty Assembly may be appointed by the president or may be elected by the Faculty Assembly. The president shall be an ex officio member of all committees of the Faculty Assembly.

**2.2 Membership.** The Faculty Assembly shall consist of the following:

**2.2.1** All members of the faculty, i.e., all persons holding regular full-time tenured, tenure-earning, multi-year appointments or visiting appointments, professional librarians of comparable rank, and full-time instructors.

**2.2.2** The president, vice presidents, vice provost, deans of colleges, the director of libraries, and the university registrar.

## 2.3 Officers.

**2.3.1** The presiding officer of the Faculty Assembly shall be the president of the University of Central Florida, or in his/her absence the vice president for Academic Affairs. In the absence of both, the president shall designate the presiding officer. The president shall appoint a member of the Faculty Assembly to serve as the parliamentarian.

**2.3.2** The secretary of the Faculty Assembly shall be appointed by the president of the Faculty Assembly and shall keep the minutes of the proceedings and perform such other duties as are set forth in the Constitution or as shall be directed by the Faculty Assembly or its presiding officer.

**2.4 Meetings.** The Faculty Assembly shall meet as follows:

**2.4.1** There shall be a regular meeting of the Faculty Assembly in the fall semester of each academic year.

**2.4.2** Special meetings may be called by any of the following:

**2.4.2.1** The president of the University, or

**2.4.2.2** The Faculty Senate, or

**2.4.2.3** Fifteen percent of the members of the Faculty Assembly, upon written request to the president.

# UCF FACULTY CONSTITUTION

**2.4.3** The secretary shall send the notice and agenda of each meeting to each member of the Faculty Assembly at least one week in advance of each meeting.

**2.4.4** The agenda for any meeting at which an appeal of a Faculty Senate action is to be considered shall be accompanied by the proposal to be considered. The proposal to be considered shall be the first order of business of such a called meeting.

**2.4.5** Twenty percent of the members shall constitute a quorum.

**2.4.6** The method of voting to be used shall be at the discretion of the presiding officer. However, at the request of twenty-five members, a vote by secret ballot shall be mandatory.

**2.4.7** Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

## **3.0 THE FACULTY SENATE**

**3.1 Responsibilities.** The Faculty Senate shall address itself to academic and related matters, which concern more than one college and to general educational policies. The Faculty Senate is the basic legislative body of the University. As the elected body of the Faculty Assembly, the Faculty Senate may formulate its opinion upon any subject of interest to the University and adopt appropriate resolutions. Resolutions addressing those areas of authority legally reserved to the president and the Board of Trustees would be advisory in nature only. Each resolution adopted by the Faculty Senate is forwarded to the vice president for Academic Affairs who shall act upon the recommendation within 60 days. The vice president for Academic Affairs shall have veto power over any action by the Senate. The veto with rationale shall be communicated in writing to the secretary of the Faculty Senate and to the chair of the Faculty Senate. If the vice president of Academic Affairs does not act within 60 days, this shall be considered a veto. The Senate, by a two-thirds majority vote, may appeal to the president any action so vetoed. A subsequent veto by the president shall be communicated in writing to the secretary of the Faculty Senate and to the chair of the Faculty Senate. If the president does not act within 60 days, this shall be considered a veto. The Senate, by a two-thirds majority vote, may appeal to the Board of Trustees any action so vetoed.

**3.2 Membership.** The Faculty Senate shall consist of the vice president for Academic Affairs, elected members, and the immediate past chair of the Faculty Senate as an ex officio member. The term of office for an elected member shall be two years, with approximately one half of the members being elected each year. An ex officio member is a person who holds an appointment by virtue of office. This individual is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of a committee unless specified otherwise.

**3.3 Apportionment.** The number of elected members of the Faculty Senate will be apportioned among the colleges and units as follows:

**(Number of eligible faculty in a college or unit)**

Number of senators = 60 x -----

**(Number of eligible faculty in the University)**

# UCF FACULTY CONSTITUTION

The number of senators representing a college or unit will be determined by rounding the above calculated value to the nearest whole number. A unit is defined as any degree granting academic unit, not within an established college, and shall have proportionate representation on the Faculty Senate as defined above.

**3.3.1** Each college will have a minimum of two representatives in the Faculty Senate. The professional librarians shall have two voting representatives in the Faculty Senate to be elected by the professional staff of the library.

**3.3.2** Apportionment will be made only once each year, based on the number of individuals with full-time tenured, tenure-earning, or multi-year appointments who are listed as faculty on official records of the University on the first day of the spring semester of that year.

**3.3.3** Each college or unit, shall by majority vote of its faculty, decide on a system of internal allocation of Senate representation, e.g., at college/unit level, by department, by proportion to department size, by a combination of department and college/unit representation, etc. Each college shall inform the chair of the Faculty Senate of the details of such allocation and any subsequent changes in it.

## **3.4 Eligibility.**

**3.4.1** Only full-time professors, associate professors, and assistant professors with tenured, tenure-earning, or multi-year appointments, and professional librarians of comparable rank shall be eligible for election to the Faculty Senate. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on the Faculty Senate.

**3.4.2** Faculty members who hold administrative appointments as president, vice president, associate vice president, assistant vice president, vice provost, dean, associate dean or assistant dean, and persons acting in the above capacities are not eligible for election to the Faculty Senate.

## **3.5 Election of Faculty Senators**

**3.5.1** No later than the fourth week of classes of the spring semester the Faculty Senate Steering Committee will provide each college or unit with a list of faculty eligible for election to the Faculty Senate and the number of seats to be filled. On receiving this information, the college/unit will conduct an election. Only faculty with tenured, tenure-earning, or multi-year appointments shall be eligible to vote. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to vote for faculty senators. Each college/unit will by majority vote of its faculty decide whether election to the Faculty Senate shall be by majority vote or plurality.

**3.5.2** Each college/unit will forward a list of elected senators to the Faculty Senate Steering Committee not later than the eighth week of classes of the spring semester. In order to provide a current list of alternate members of the Senate, each college/unit will also forward the number of votes cast for each candidate for any at large election.

## **3.6 Vacancies.**

**3.6.1 Declaration of Vacancies.** A Faculty Senate seat shall be declared vacant when the elected member is no longer eligible for election, is no longer associated with the University, or has resigned from the Faculty Senate.

# UCF FACULTY CONSTITUTION

**3.6.2 Filling of Vacancies.** A vacancy will be filled by a member from the same college/unit in which the vacating member served. If a vacating member was elected at the department level, the replacement shall also be elected at the department level. If a vacating member was elected at the college level for an at large position, the Faculty Senate Steering Committee will select the first alternate member from the most recent list provided by the college. The individual elected or appointed on an alternate basis will fill the vacated seat for the remainder of the unexpired term. The chair of the Faculty Senate shall announce the names of such senators at the first meeting of the Faculty Senate following their selection.

**3.7 Officers.** The officers of the Faculty Senate shall consist of a chair, vice chair, and secretary.

**3.7.1** All officers will be elected annually, without regard to college affiliation, from and by the elected members of the Faculty Senate.

**3.7.2** The duties of the Faculty Senate officers shall be as follows:

**3.7.2.1** The chair shall serve as presiding officer of the Faculty Senate. In his/her absence, the vice chair will preside; in the absence of both, the chair shall designate the presiding officer. The chair shall appoint a member of the Faculty Senate to serve as the parliamentarian.

**3.7.2.2** The secretary shall keep the minutes of the proceedings and perform such other duties as are set forth in the Constitution or as shall be directed by the Faculty Senate or its presiding officer.

**3.7.2.3** In the event the chair is unable to complete his/her term, the vice chair shall assume the office of chair and the Steering Committee shall appoint a vice chair for the remainder of the term.

**3.8 Nomination and Election of Officers and Establishment of the Steering Committee.**

**3.8.1** The newly elected Faculty Senate will hold its first meeting during or before the last week of classes of the spring semester.

**3.8.2** No later than the ninth week of the spring semester, the Faculty Senate Steering Committee shall send a list of all Faculty Senate members for the coming year to all members of the faculty and professional librarians and request nominations for Faculty Senate officers from this list. In the eleventh week of the spring semester the Faculty Senate Steering Committee shall select up to four willing candidates for each office from among the candidates nominated by the faculty. In addition, the Faculty Senate Steering Committee may add additional nominees for each office not previously put forward by the faculty. Nominations for each office shall also be accepted from the floor of the Faculty Senate. At least one week prior to the first meeting of the new Faculty Senate, the Steering Committee shall distribute the names and biographical statements of nominees to all members of the Faculty Senate.

**3.8.3** The first order of business at the first meeting of the new Senate will be the nomination and election of Faculty Senate officers for the coming year. Voting for officers will be conducted by secret ballot. Election of officers will be by majority of those senators present and voting. There shall be no voting by proxy.

**3.8.4** The second order of business at the first meeting of the new Faculty Senate will be the establishment of the Steering Committee.

# UCF FACULTY CONSTITUTION

**3.8.5** In additions to the current officers and the immediate past chair of the Faculty Senate, the Steering Committee shall have twelve members apportioned as provided below and be elected by a majority vote of senators present and voting for each of the colleges. There shall be no voting by proxy.

**3.8.5.1** Each college with **less than 5** senate members will have one representative on the Steering Committee.

**3.8.5.2** The apportionment of the remaining members of the Steering Committee (after the provision in 3.8.5.1 is implemented) for colleges with **5 or more** senate members shall be derived as follows:

$$\begin{array}{r} \text{(Number of senators from each college} \\ \text{or degree granting unit with 5 or more senators)} \\ \hline \text{-----} \quad \times \quad 12 \\ \hline \text{(Total number of senators from colleges} \\ \text{or degree granting units with 5 or more senators)} \end{array}$$

**3.8.5.3** The number of Steering Committee members representing a college or unit will be determined by rounding the above calculated value to the nearest whole number.

**3.8.5.4** Vacancies on the Steering Committee are filled by election from and by the senators of the vacating member's college.

## **3.9 Meetings.**

**3.9.1** There shall be a regular meeting of the Faculty Senate during each month of the fall and spring semesters, and it may meet in special sessions during the summer. If there is insufficient business for any regularly scheduled meeting of the Senate, the Steering Committee may, by a 3/4 vote of those present, cancel such a meeting.

**3.9.2** Special meetings may be held at any time at the call of the chair, the president of the University, the vice president for Academic Affairs, or by written request of ten members of the Faculty Senate.

**3.9.3** Meetings of the Faculty Senate may be attended by the following:

**3.9.3.1** Representatives of the Student Government, administrators, any member of Faculty Assembly, or other interested parties may attend Faculty Senate meetings as nonparticipating observers unless the meeting is designated as a closed session.

**3.9.3.2** Persons who by their training and experience are qualified to contribute to the discussion of particular items of business may be invited by the chair of the Faculty Senate or the vice president for Academic Affairs.

# UCF FACULTY CONSTITUTION

**3.9.3.3** One student, to be designated by the president of the Student Government prior to the spring term meeting of the newly elected Faculty Senate. In this capacity the student shall have the privilege of participating in debate.

**3.9.4** Any member of the Faculty Assembly shall have the privilege of addressing the Faculty Senate when recognized and without prior permission being given. The Faculty Senate, after open debate, may by 2/3 vote of those senators present, place limitations on this right at any Faculty Senate meeting.

**3.9.5** The notice, minutes and the agenda of each meeting shall be sent to each member of the Faculty Senate by the administrative assistant of the Faculty Senate at least one week in advance of each meeting. An attendance record shall be maintained for Senate meetings and shall include the names and cumulative absences of all senators.

**3.9.6** A majority of the Faculty Senate membership shall constitute a quorum.

**3.9.7** The method of voting shall be at the discretion of the presiding officer. However, at the request of ten members, a vote by secret ballot shall be mandatory. There shall be no voting by proxy.

**3.9.8** Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

**3.9.9** The agenda for regular meetings of the Faculty Senate shall be as follows:

**3.9.9.1** Call to Order

**3.9.9.2** Roll Call

**3.9.9.3** Minutes

**3.9.9.4** Announcements and Recognition of Guests

**3.9.9.5** Old Business

**3.9.9.6** New Business

**3.9.9.7** Committee Reports

**3.9.9.8** Adjournment

## **3.10 Standing, Reporting, and Special Committees of the Faculty Senate.**

**3.10.1 Committees.** The Faculty Senate will establish standing and reporting committees as outlined below. Standing committees report to the full Faculty Senate at each meeting of the Faculty Senate. Reporting committees are University-wide committees that have a broad range of responsibilities and deal with matters that include academic policy, but do not report to the full Faculty Senate at each meeting. Terms of service for all committees are staggered and normally end within the spring semester of a given year. Committee members, however, continue to serve until their replacements are appointed. Each committee (standing and reporting) will maintain minutes of its meetings and the chair of each committee (standing and reporting) shall forward (except for University of Athletics Committee, and University Promotion and Tenure Committee), in a timely manner, copies of meeting agendas and minutes to the chair of the Faculty Senate. The chair of each reporting committee, directed by majority vote of the committee membership, shall bring policy matters to the Faculty Senate Steering Committee for consideration. By the end of the spring semester, each reporting committee will submit a brief written annual report of its activities to the chair of the Faculty Senate. Special committees may be appointed as needed by the chair, Steering Committee, or the Faculty Senate.

# UCF FACULTY CONSTITUTION

Even though there is no voting by proxy for Senate meetings, the standing and reporting committees may adopt policies at the start of the year to allow voting by proxy. Proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.

**3.10.2 Membership.** All Faculty Senate standing and reporting committees except the Steering Committee shall be appointed by the Steering Committee from a list of nominees provided by the Committee on Committees, unless otherwise specified. To the extent possible, the Committee on Committees shall consider appropriate faculty from degree granting units not within an established college to serve on standing and reporting committees. Full-time faculty with tenured, tenure-earning, or multi-year appointments and professional librarians of comparable rank shall be eligible to serve on these committees. Some members of standing and reporting committees hold appointments on these committees by virtue of their office. Such a member may designate (in writing and with the consent of the Committee on Committees) another person to serve in his/her place on the committee. A committee member designated as an ex officio member is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of the committee unless specified otherwise. If there is a change in the designation of an office or in the title of an official included on a standing or reporting committee, the membership representation on such a committee and in the Constitution will be adjusted to reflect the change. No senator may serve on more than two standing committees. Each college will be entitled to a minimum of one representative on each standing committee. One of the two senators representing the library shall serve on the Undergraduate Policy and Curriculum Committee and the other on Graduate Council. The Faculty Senate Steering Committee will decide the committee on which the Library senators will sit. A membership slot on a either a standing committee, or a subcommittee, or a reporting committee becomes vacant when a member resigns, or is no longer eligible to serve on the committee, or is no longer associated with the University. The chair of a committee with a vacancy shall inform in writing to the chair of the Faculty Senate of such a vacancy. The Committee on Committees shall fill such faculty vacancies during the term in which they occur and from the same college or unit of the vacating faculty member for the remainder of that member's term.

## **3.10.3 Faculty Senate Steering Committee.**

The Faculty Senate Steering Committee serves as the "executive committee" of the Faculty Senate. A subcommittee of the Steering Committee serves as the Committee on Committees.

### **3.10.3.1 Membership.**

**3.10.3.1.1 Faculty Senate Steering Committee:** The Faculty Senate chair, vice chair, secretary, twelve senators apportioned from the colleges on the basis set forth in section 3.8.5 herein, and the immediate past chair of the Senate (ex officio) shall serve as the Steering Committee of the Faculty Senate. The chair of the Faculty Senate shall serve as chair of the Steering Committee. Elections for college representatives on the Steering Committee shall be conducted at the first meeting of the new Senate as provided in section 3.8.5.

**3.10.3.1.2 Committee on Committees:** A subcommittee of the Faculty Senate Steering Committee shall act as the Committee on Committees. Its membership shall consist of Steering Committee members elected by the Faculty Senate Steering Committee, one from each college,

# UCF FACULTY CONSTITUTION

the vice chair of the Senate who shall chair the subcommittee, and the immediate past chair of the Senate (ex officio).

## **3.10.3.2 Duties and Responsibilities.**

### **3.10.3.2.1 Faculty Senate Steering Committee.**

**3.10.3.2.1.1** To monitor Senate elections and maintain election records.

**3.10.3.2.1.2** To develop Faculty Senate agendas. Items may be added to the agenda at any meeting of the Senate under new business by majority vote. Final action on the resolutions not on the agenda cannot be taken prior to the next Senate meeting.

**3.10.3.2.1.3** To consider resolutions forwarded by Senate committees and to forward them to the full Senate or refer them back to the Senate committee.

**3.10.3.2.1.4** To act as a Committee on Amendments to the Constitution and the Bylaws.

**3.10.3.2.1.5** To consult with the president and/or vice president for Academic Affairs on any matter which he/she may call to its attention.

**3.10.3.2.1.6** To act in executive session when the Faculty Senate is not in session. In this capacity, a majority of the Committee shall constitute a quorum. All recommendations made as the Senate's "executive committee" shall be reported to the Senate and be subject to review and approval by the Faculty Senate.

**3.10.3.2.1.7** To request information from any member of the faculty or administration and invite any such person to meet with it for consultation or advice on matters within its jurisdiction.

**3.10.3.2.1.8** To establish special committees to facilitate its work.

### **3.10.3.2.2 Committee on Committees.**

**3.10.3.2.2.1** The Committee on Committees shall periodically review all committees, including the Senate standing and reporting committees. Creation of new committees and changes in any committee's charter, membership or duties and responsibilities deemed appropriate by the Committee on Committees shall be conveyed to the Faculty Senate Steering Committee for consideration as amendments to the Constitution.

**3.10.3.2.2.2** To provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate standing and reporting committees and the vice president for Academic Affairs with nominations for other academic committees upon request. The Committee on Committees would take into consideration minority and female representation. The Committee on Committees would, to the extent possible, take into consideration approximate proportionate representation of various colleges and units to serve on standing and reporting committees.

**3.10.3.2.2.3** To determine the interest of faculty (by survey or other appropriate means) in serving on the various academic and Senate standing and reporting committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.

## **3.10.4 Undergraduate Policy and Curriculum Committee.**

The Undergraduate Policy and Curriculum Committee is a standing committee of the Faculty Senate and reports to the Faculty Senate on undergraduate policy and curriculum matters. A

# UCF FACULTY CONSTITUTION

subcommittee of the Committee acts as the Undergraduate Course Review Committee, and reviews all undergraduate course change requests.

## **3.10.4.1 Membership.**

**3.10.4.1.1. Undergraduate Policy and Curriculum Committee.** The Committee shall consist of at least twenty-four voting faculty members and ex officio members. Terms of service shall be two years, staggered. At least fifteen of the twenty-four voting faculty members will be current members of the Faculty Senate from the colleges and units and one will be a member of the Faculty Senate from the library. The remaining members may or may not be members of the Faculty Senate but will be faculty members of the curriculum committees (preferably the faculty chair person) of each of the colleges. The ex officio members will include the vice president for Academic Affairs (or designee) and the assistant or associate dean (or designee) whose responsibilities include undergraduate curriculum issues from each of the colleges. Each college shall have at least one member on the Committee.. Members shall be selected from the various colleges by the Committee on Committees of the Faculty Senate. Nominations are open and will be solicited from among others, the deans of the respective colleges. Only faculty with full-time tenured, tenure-earning, or multi-year appointments is eligible for membership. The Committee chair and the vice chair must be current Senate members and are elected annually by its membership at the first meeting of the Committee after the new senate is elected, normally early in the fall term. The vice chair will serve as the chair of the Undergraduate Course Review Committee.

**3.10.4.1.2 Undergraduate Course Review Committee.** The Undergraduate Course Review Committee shall consist of the vice chair of the Undergraduate Policy and Curriculum Committee and fourteen faculty members, with at least one representative from each of the colleges, and the vice president for Academic Affairs, or his/her designee (ex officio). Members shall be selected by the Committee on Committees. The vice chair of the Undergraduate Policy and Curriculum Committee will serve as the chair of the subcommittee. Terms of service shall be two years, staggered.

## **3.10.4.2 Duties and Responsibilities.**

### **3.10.4.2.1 Undergraduate Policy and Curriculum Committee.**

**3.10.4.2.1.1** To study, review, and provide recommendations on undergraduate policies, instruction, and standards.

**3.10.4.2.1.2** To study, review, and provide recommendations on university-wide undergraduate degree requirements including the General Education Program (GEP), foreign language requirements or proficiency, admission standards, instruction, and baccalaureate academic honors.

**3.10.4.2.1.3** To review and make recommendations on all proposals for planning or implementation of new undergraduate degree programs, minors, and elimination of existing programs, which will be submitted by the Committee to the Office of Academic Affairs prior to submission to the Board of Trustees for final approval.

**3.10.4.2.1.4** To review the University Five-Year Program Review reports and make recommendations on any policy or curriculum changes which might appear warranted based on the program reviews.

# UCF FACULTY CONSTITUTION

**3.10.4.2.1.5** To review all matters referred by the Undergraduate Course Review Committee.

**3.10.4.2.1.6** To transmit its recommendations to the Faculty Senate Steering Committee, which will normally submit these recommendations to the vice president for Academic Affairs.

## **3.10.4.2.2 Undergraduate Course Review Committee.**

**3.10.4.2.2.1** To review all undergraduate course additions, revisions or deletions, and special topics course requests.

**3.10.4.2.2.2** To make recommendations to the chair of the Undergraduate Policy and Curriculum Committee and to the chair of the Faculty Senate who forwards them to the vice president for Academic Affairs, unless there are issues which in the opinion of the Faculty Senate Steering Committee require the full Undergraduate Policy and Curriculum Committee review and subsequent recommendation to the Steering Committee of the Faculty Senate.

## **3.10.5 Graduate Council.**

The Graduate Council is a standing committee of the Faculty Senate and reports to the Senate on graduate policy and curriculum matters. Three subcommittees of the Council examine and formulate policies and procedures, hear petitions for variances from graduate programs, college, or University requirements, and review graduate course action requests and requests for new programs, among other matters.

### **3.10.5.1 Membership.**

**3.10.5.1.1 Graduate Council:** The Council shall consist of no less than 20 faculty members, at least eight of whom are current Faculty Senate members, a senator from the library, and the vice provost and dean of the Division of Graduate Studies (ex officio). Terms of service shall be two years, staggered. Only tenured associate or full professors are eligible to serve on the Council. Each college shall have at least one member on the Council. The Committee on Committees shall select the faculty members. Nominations are open and will be solicited, among others, from the deans of the respective colleges as well as from the vice provost and dean of the Division of Graduate Studies. Selection criteria for membership on the Council shall include: a record of involvement in the graduate programs within their respective colleges or units, the number of graduate student theses directed, and active scholarship within their particular discipline. The Council chair and vice chair must be current Faculty Senate members and are elected annually by its membership at the first meeting of the Council after the new Senate is elected, normally in the early fall term. The elected chair of the Council will serve as the chair of the Graduate Policy and Procedures Subcommittee. The vice chair of the Council will serve as the chair of the Graduate Curriculum Subcommittee.

**3.10.5.1.2 Graduate Policy and Procedures Subcommittee:** The Graduate Policy and Procedures Subcommittee shall consist of four senate members, four non-senate members, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council chair will serve as the chair of the Graduate Policy and Procedures Subcommittee. The Committee on Committees shall select members, and to the extent possible, take into consideration representation of various colleges. Terms of service shall be two years, staggered.

**3.10.5.1.3 Graduate Appeals and Awards Subcommittee:** The Graduate Appeals and Awards Subcommittee shall consist of seven members and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council chair will appoint the chair of the Graduate Appeals and Awards Subcommittee. The Committee on Committees shall select members, and to the

# UCF FACULTY CONSTITUTION

extent possible, take in to consideration representation of various colleges. Terms of service shall be two years, staggered. A graduate student representative will be appointed by the chair of the Council based upon recommendations made from the deans of the colleges and the vice provost and dean of the Division of Graduate Studies.

**3.10.5.1.4 Graduate Curriculum Subcommittee:** The Graduate Curriculum Subcommittee shall consist of four senate members, four non senate members, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council vice chair will serve as the chair of the Graduate Curriculum Subcommittee. The Committee on Committees shall select members, and to the extent possible, take into consideration representation of various colleges. Terms of service shall be two years, staggered.

## **3.10.5.2 Duties and Responsibilities.**

### **3.10.5.2.1 Graduate Council.**

**3.10.5.2.1.1** To review all matters referred by subcommittees of the Graduate Council.

**3.10.5.2.1.2** To transmit its recommendations to the Steering Committee which will normally submit these recommendations to the Faculty Senate for action and which, if approved, will be submitted to the vice president for Academic Affairs.

**3.10.5.2.1.3** To review all graduate programs within the University on a periodic basis per Board of Trustees guidelines. The review process will include the University Five-Year Program Review reports and recommendations based on the review of the annual college reports on the status of graduate programs.

### **3.10.5.2.2 Graduate Policy and Procedures Subcommittee.**

**3.10.5.2.2.1** To examine existing policies and procedures and recommend new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students.

**3.10.5.2.2.2** To review all matters referred by the Graduate Council.

**3.10.5.2.2.3** To transmit its recommendations to the Faculty Senate Steering Committee which will normally submit these recommendations to the Faculty Senate for action and which, if approved, will be submitted to the vice president for Academic Affairs.

### **3.10.5.2.3 Graduate Appeals and Awards Subcommittee.**

**3.10.5.2.3.1** To hear petitions for variances from graduate program, college or University requirements for post-baccalaureate, certificate or graduate degrees at the University; or from graduate students at the University; or applicants to graduate programs. A student petition is considered when the department and college have reviewed the request and denied the petition or when the student is requesting an exception to University policies or regulations. Applicant petitions are considered when the applicant files an appeal of a program admission decision. The Graduate Appeals Subcommittee will review the appeal once the program has reviewed the decision and upon further consideration has denied entrance into the program.

**3.10.5.2.3.2** To recommend approval or denial of appeals or petitions to the vice provost and dean of the Division of Graduate Studies, who will notify the student, department, and college of the action.

# UCF FACULTY CONSTITUTION

**3.10.5.2.3.3** To hear all requests from graduate program coordinators for exceptions from graduate policies and procedures.

**3.10.5.2.3.4** To review nominees for the University Excellence in Graduate Teaching Award and make recommendations to the vice president for Academic Affairs.

**3.10.5.2.3.5** To monitor graduate program practices and make recommendations as appropriate.

**3.10.5.2.3.6** To review all matters referred by the Graduate Council.

## **3.10.5.2.4 Graduate Curriculum Subcommittee.**

**3.10.5.2.4.1** To review curricular issues related to graduate education.

**3.10.5.2.4.2** To review proposals of new graduate programs and deletion of existing programs which will be submitted to this subcommittee by the vice provost and dean of the Division of Graduate Studies prior to submission to the Board of Trustees for final approval.

**3.10.5.2.4.3** To review changes to existing graduate programs (such as hours, thesis/non-thesis options) and make recommendations to the vice provost and dean of the Division of Graduate Studies.

**3.10.5.2.4.4** To review new tracks or options to existing graduate programs and deletions of tracks or options, and make recommendations to the vice provost and dean of the Division of Graduate Studies.

**3.10.5.2.4.5** To review new certificate programs and the deletion of existing certificate programs and make recommendations to the vice provost and dean of the Division of Graduate Studies.

**3.10.5.2.4.6** To review all requests for additions, revisions and deletions of graduate and special topic courses and make recommendations to the vice provost and dean of the Division of Graduate Studies.

**3.10.5.2.4.7** To review all matters referred by the Graduate Council.

## **3.10.6 Personnel Committee.**

The Personnel Committee is a standing committee of the Faculty Senate and reports to the Senate on personnel policy matters.

**3.10.6.1 Membership.** The Committee shall consist of fourteen tenured faculty members, at least seven must be current members of the Faculty Senate, who hold the rank of associate professor or professor. Each College shall have at least one representative and the vice president for Academic Affairs, or his/her designee (ex officio). The remaining members are unrestricted with regard to college affiliation. Members shall be selected by the Committee on Committees. Terms of service shall be two years, staggered. The Committee chair must be a current Faculty Senate member and shall be elected annually by its membership at the first meeting of the Committee after the new Faculty Senate is elected, normally in the early fall term.

## **3.10.6.2 Duties and Responsibilities.**

**3.10.6.2.1** To study and recommend academic personnel policy and standards, including University-wide promotion and tenure criteria.

**3.10.6.2.2** To be responsible for procedures to evaluate administrators and department chairs and oversee such evaluations.

# UCF FACULTY CONSTITUTION

**3.10.6.2.3** To consider other matters related to the professional well being of the faculty including academic freedom.

**3.10.6.2.4** To make recommendations to the Steering Committee of the Faculty Senate.

## **3.10.7 Budget and Administrative Procedures Committee.**

The Budget and Administrative Procedures Committee is a standing committee of the Faculty Senate and recommends to the Faculty Senate on academic budget policy.

**3.10.7.1 Membership.** The Committee shall consist of fourteen tenured or tenure-earning faculty members, eight of whom are current members of the Faculty Senate, and the vice presidents for Academic Affairs and Administration and Finance, or their designees (ex officio). Committee members shall be selected by the Committee on Committees, in consultation with the vice president of Academic Affairs. Selection criteria emphasize expertise in finance or budget administration and do not consider college representation per se. However, it is expected that each college shall have one representative.

Terms of service are two years, staggered. The Committee chair must be a current Faculty Senate member and shall be elected annually by its membership at the first meeting of the Committee after the new Faculty Senate is elected, normally in the early fall term.

### **3.10.7.2 Duties and Responsibilities.**

**3.10.7.2.1** To evaluate and recommend policies and procedures concerning University budget with special emphasis on the academic budget.

**3.10.7.2.2** To make recommendations on any administrative procedure that affects faculty members in the performance of their work.

**3.10.7.2.3** To make recommendations to the Steering Committee of the Faculty Senate.

**3.10.7.2.4** To participate in the academic planning process as appropriate.

## **3.10.8 Research Council.**

The Research Council is a reporting committee of the Faculty Senate which represents the interests of the faculty in research and scholarly activity at the University.

**3.10.8.1 Membership.** The Research Council shall consist of thirteen faculty members from the various colleges, two faculty members from the institutes and/or centers, a representative from the library (non-voting), and the vice president for Research (ex officio), or his/her designee. Terms of service shall be three years, staggered. The colleges shall have at least one member each. Members from the institutes and/or centers will be designated by the vice president for Research in consultation with the college deans and with the Committee on Committees. Faculty members from various colleges will be selected by the Committee on Committees in consultation with the vice president for Research and with college deans. The chair of the Council shall be elected annually by its membership. Selection criteria shall include a productive record of research/ scholarly activity. Only faculty members holding the rank of associate professor or professor shall be eligible for membership.

### **3.10.8.2 Duties and Responsibilities.**

**3.10.8.2.1** To recommend to the Faculty Senate such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.

# UCF FACULTY CONSTITUTION

**3.10.8.2.2** To consult with and advise the vice president for Research on the stimulation of and support for research activities, including policies for allocation of monies to be invested in UCF research endeavors.

**3.10.8.2.3** To assist in the evaluation of research programs within the University and advise on new research centers and institutes and the evaluation of performance of existing centers and institutes.

**3.10.8.2.4** To recommend policies which will foster a strong, mutually productive relationship between research centers and institutes and departments.

**3.10.8.2.5** To speak for the faculty on governmental, industrial, and other private sector and Foundation support of the research programs of the University.

**3.10.8.2.6** To review the activities of the committees which deal with the use of human subjects or animals in research.

**3.10.8.2.7** To review the activities of the committee which deals with copyrights and patents.

**3.10.8.2.8** To review and make recommendations to the vice president for Research on internal research grants and awards.

**3.10.8.2.9** To work with the vice president for Research in establishing guidelines for submissions and review of research proposals.

**3.10.8.2.10** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.8.2.11** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.10.9 Admissions and Standards Committee.**

The Admissions and Standards Committee is a reporting committee of the Faculty Senate which considers admissions appeals or student petitions requesting waivers of undergraduate academic policies or standards.

**3.10.9.1 Membership.** The Committee consists of the following members: ten faculty with one representative from each college and enough at large faculty representatives to bring the number up to ten. Faculty representatives are selected by the Committee on Committees in consultation with the vice president for Student Development and Enrollment Services. Seven non-faculty representatives are selected by the vice president for Student Development and Enrollment Services with advice from each of the areas represented: Academic Development and Retention, EEO, Special Programs Unit, Student Government, and Undergraduate Studies. A representative from the professional advising office for each college, Undergraduate Admissions, Registrar's Office and Academic Services may serve as a non-voting resource person to assist the committee members. Vice president for Student Development and Enrollment Services (ex officio) or his/her designee chairs the Committee. Terms of service are three years, staggered. The Committee recommends to the vice president for Student Development and Enrollment Services.

## **3.10.9.2 Duties and Responsibilities.**

**3.10.9.2.1** To consider all student admissions which do not meet the minimum University admissions standards and which are referred to it by the Admissions Office.

**3.10.9.2.2** To consider all student appeals of admission decisions or academic standing.

# UCF FACULTY CONSTITUTION

**3.10.9.2.3** To consider all undergraduate student appeals of University academic policies or standards.

**3.10.9.2.4** To consider continuation of students that fail to meet CLAST requirements in accordance with appropriate rules and regulations.

**3.10.9.2.5** To recommend undergraduate admissions policy to the Senate.

**3.10.9.2.6** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.9.2.7** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.10.10 Information Technology Resource Policy Committee.**

The Information Technology Resource Policy Committee is a reporting committee of the Faculty Senate and recommends to the vice provost of Information Technology and Resources on information technology resources policy, organizational structure, and budget. Information technology resources are defined as the facilities and services provided by Computer Services, Telecommunications, Instructional Resources, Course Development and Web Services, and certain functional areas of the Library.

**3.10.10.1 Membership.** The Committee consists of ten voting members; six faculty members, the vice president for Administration and Finance, the vice president for Research, vice provost and dean of the Division of Graduate Studies, and the vice provost for Information Technologies and Resources. The chair of the Committee shall be a faculty member annually elected by the membership. The ex officio members of the Committee are the directors of Computer Services, Instructional Resources, Course Development and Web Services, the Faculty Center for Teaching and Learning, and Libraries. Terms of service for faculty members are three years, staggered. Faculty members of the Committee are selected by the Committee on Committees in consultation with the vice provost for Informational Technologies and Resources and college deans. Selection criteria emphasize representation of technology intensive areas and programs.

The Committee will meet at least once each term and upon call by the chair. Each regular meeting of the Committee will be announced two weeks prior to the meeting date. One week prior to the meeting, each member of the Committee will receive an agenda containing minutes of previous meetings, matters to be acted on or discussed, and all relevant background material. No action can be taken at the meeting unless a majority of the voting membership is present.

### **3.10.10.2 Duties and Responsibilities.**

**3.10.10.2.1** To assist in determination and evaluation of faculty information technology needs and to recommend general policies in this area.

**3.10.10.2.2** To advise the administration on faculty interests in developing information technology resources to enhance the campus environment for teaching, learning, research, other scholarly activities, and service.

**3.10.10.2.3** To consider and advise on ways that faculty development of information technology resources and materials for teaching, learning, research, other scholarly activities, and service can be considered within the process of tenure and promotion review.

# UCF FACULTY CONSTITUTION

**3.10.10.2.4** To encourage the use of information technology resources to enhance teaching and research and to advise on means such as seminars and workshops for the professional development of faculty and staff.

**3.10.10.2.5** To inform the Faculty Senate on developments, activities, and directions in campus information technology resources.

**3.10.10.2.6** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration and review.

**3.10.10.2.7** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

## **3.10.11 Faculty Center for Teaching and Learning Advisory Committee.**

The Faculty Center for Teaching and Learning Advisory Committee is a reporting committee of the Faculty Senate and makes recommendations to the director of the Karen L. Smith Faculty Center for Teaching and Learning (FCTL) on professional improvement and instructional research activities which will enhance teaching and learning excellence and improve assessment and evaluation in all learning environments.

**3.10.11.1 Membership.** The Committee shall have at least twenty-one regular members: at least five faculty members who hold FCTL faculty fellowships for the year, at least two faculty members representing area campuses, the director of FCTL, who will chair the Committee, and the assistant director of FCTL. Additional faculty members and additional FCTL faculty fellows are selected on recommendation from the FCTL director. One ex officio member is selected from each of the following units that provide support for instructional innovation: Faculty Senate, Computer Services, Course Development and Web Services, Library, Office of Instructional Resources, and Writing Center. Faculty members are selected by the Committee on Committees in consultation with the director of FCTL. The Committee on Committees would, to the extent possible, consider representation of interested faculty from various colleges. Terms of service are three years, staggered with the exception of faculty fellows who serve one year terms. The Committee will meet every month and at the call of the chair.

### **3.10.11.2 Duties and Responsibilities.**

**3.10.11.2.1** To solicit input from faculty regarding their need for instructional support (i.e., workshops, seminars, individual or team support).

**3.10.11.2.2** To encourage the development of faculty research projects on instructional innovation.

**3.10.11.2.3** To oversee recurring activities including but not limited to: UCF faculty conferences to promote excellence in teaching and learning, orientation for new faculty, adjuncts, and graduate teaching assistants, adjunct teaching workshops, testing and evaluation workshops, and the graduate teaching assistants professional development series.

**3.10.11.2.4** To provide input for a calendar of professional development activities for each academic year.

**3.10.11.2.5** To select and approve presentations by national speakers sponsored by the FCTL.

**3.10.11.2.6** To review nominations and select recipients of FCTL faculty fellowships and the creative teaching with technology awards.

# UCF FACULTY CONSTITUTION

**3.10.11.2.7** To inform the Faculty Senate on activities of the FCTL and opportunities for using these services.

**3.10.11.2.8** To advise the administration on faculty interest in and need for professional development activities for the university.

**3.10.11.2.9** To recommend reward structures and recognition for faculty engaged in professional development activities.

**3.10.11.2.10** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

**3.10.11.2.11** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

## **3.10.12 Library Advisory Committee.**

The Library Advisory Committee is a reporting committee of the Faculty Senate that provides advice to the Library concerning materials and services needed by faculty and students in their teaching and research endeavors.

**3.10.12.1 Membership.** The Committee consists of the following: one college dean, one department chair, one faculty member from each college, one graduate student, one undergraduate student, a librarian member of the Faculty Senate (ex officio), and director of University Libraries (ex officio). The chair of the Committee is a faculty member and is elected at the first meeting at the beginning of each academic year. The dean and department chair are appointed by the provost. Faculty members and the library senator are selected by the Committee on Committees with recommendation from the director of Libraries and vice president of Academic Affairs. Each college is represented by one faculty member. The graduate student appointment rotates annually and alphabetically by college. The appointment is made by the dean of that college. The undergraduate student (also an annual appointment) is appointed by the vice president for Student Development and Enrollment Services. Staggered membership terms for the dean's representative, department chair, and for faculty members are three years. Students serve one-year terms. The Library Senator's ex officio term is concurrent with his/her senate membership.

## **3.10.12.2 Duties and Responsibilities.**

**3.10.12.2.1** To facilitate communication between the library and its academic clientele.

**3.10.12.2.2** To act as advocates of the Library in university-wide decision-making groups.

**3.10.12.2.3** To act as an Advisory Council to the Library Administration.

**3.10.12.2.4** The committee meets three times a year (one brief early session to elect a chair for the year, and two regular meetings, one each semester). Special ad hoc meetings may be called for emergencies if requested by members, the Faculty Senate, or the director of Libraries.

**3.10.12.2.5** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.12.2.6** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

# UCF FACULTY CONSTITUTION

## **3.10.13 Faculty and Staff Benefits Committee.**

The Faculty and Staff Benefits Committee is a reporting committee of the Faculty Senate and recommends to the president on policies and programs which enhance the benefits provided faculty and staff.

**3.10.13.1 Membership.** The Committee consists of the following: one faculty member from each college, seven staff members, two members from the Retiree's Association (one retired faculty and one retired staff), the benefits coordinator from the Office of Human Resources (ex officio), and the director of Human Resources, (ex officio). The faculty representatives to the Committee, with experience and background in benefits, will be selected by the Committee on Committees and the staff representatives will be selected by the director of Human Resources. Terms of service are two years, staggered, and the chair is appointed annually by the president from the faculty members of the committee. Meetings are held at least twice a year.

### **3.10.13.2 Duties and Responsibilities.**

**3.10.13.2.1** To study fringe benefits and other benefits and services provided to all faculty and staff of the University in relation to those offered in other institutions.

**3.10.13.2.2** To examine, analyze, and make recommendations on insurance and other benefit programs offered for consideration and implementation by the University.

**3.10.13.2.3** To make recommendations to the president on any proposed changes in benefits provided to the faculty and staff.

**3.10.13.2.4** To report the results of fringe benefits and other related faculty and staff benefits studies to the Senate.

**3.10.13.2.5** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.13.2.6** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.10.14 University Master Planning Committee.**

The University Master Planning Committee is a reporting committee of the Faculty Senate and recommends to the president on all matters concerning policies and plans for development and construction on the campus. The Committee considers short range as well as long range issues related to land use, facilities planning, and future development of the campus. The Committee also considers protection and preservation of natural resources on the campus.

**3.10.14.1 Membership.** The Committee consists of the following voting members: one faculty member from each of the colleges and one faculty member from biology or environmental engineering, one department chair, the vice president for Administration and Finance, two academic administrators selected by the vice president for Academic Affairs, one administrator selected by the vice president for Student Development and Enrollment Services, the director of Facilities Planning, the director of Physical Plant, and a student nominated by the Student Government. The director of Environmental Health and Safety and the associate director of Facilities Planning shall function as support staff to the Committee. Each college dean may designate a representative from his/her office to serve as a non-voting resource person on the Committee. Faculty members of the Committee are selected by the Committee on Committees

# UCF FACULTY CONSTITUTION

with advice from the vice president of Academic Affairs. Terms of service for the faculty representatives and the three administrators (selected by the vice presidents for Academic Affairs and Student Development and Enrollment Services) shall be three years, staggered. Term of service for the student representative shall be one year.

The chair of the committee is appointed annually by the president from the membership of the committee.

## **3.10.14.2 Duties and Responsibilities.**

**3.10.14.2.1** To ensure that the University Facilities Master Plan and the Land Use Plan accommodate and support the academic plan of the University.

**3.10.14.2.2** To develop and recommend policies for land use to guide the development of the University Facilities Master Plan and the Land Use Plan.

**3.10.14.2.3** To guide the development of the University Facilities Master Plan and the Land Use Plan and to recommend these plans to the president for review and approval.

**3.10.14.2.4** To review and make recommendations to the president on all changes to the University Facilities Master Plan and the Land Use Plan.

**3.10.14.2.5** To monitor the execution of the University Facilities Master Plan and the Land Use Plan.

**3.10.14.2.6** To review and make recommendations regarding the PECO priority list for construction and renovation on the campus.

**3.10.14.2.7** To guide development and implementation of environmentally sound policies that is sensitive to the protection of campus flora and fauna.

**3.10.14.2.8** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.14.2.9** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.10.15 University Travel Committee.**

The University Travel Committee is a reporting committee of the Faculty Senate that makes recommendations to the vice president for Academic Affairs regarding special travel awards to faculty.

**3.10.15.1 Membership.** The Committee shall consist of one faculty member from each college and the vice president for Academic Affairs (ex officio) or his/her designee. Terms of service shall be two years, staggered, and the chair is annually elected from the faculty membership. Committee members shall be selected by the Committee on Committees.

## **3.10.15.2 Duties and Responsibilities.**

**3.10.15.2.1** To develop guidelines for travel awards to faculty.

**3.10.15.2.2** To make announcements to the faculty regarding availability and procedures for application for travel awards.

**3.10.15.2.3** To solicit applications for travel awards.

# UCF FACULTY CONSTITUTION

**3.10.15.2.4** To review faculty applications for travel awards and make recommendations to the Vice President for Academic Affairs for making these awards.

**3.10.15.2.5** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.15.2.6** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.10.16 University Honors Committee.**

The University Honors Committee is a reporting committee of the Faculty Senate that recommends to the dean of The Burnett Honors College on policies and plans for the Honors Program.

**3.10.16.1 Membership.** Members of the Committee will be chosen by the Committee on Committees in consultation with the dean of The Burnett Honors College according to the following formula: one from each college, and one representative from each of those area campuses participating in the Honors Program. Three student representatives will be recommended by the dean of Burnett Honors College to the Faculty Senate Committee on Committees. The dean of The Burnett Honors College will serve as an ex officio member of the Committee and will normally chair the Committee. Terms of service will be two years, staggered.

### **3.10.16.2 Duties and Responsibilities.**

**3.10.16.2.1** To consider and recommend fundamental policies and procedures relating to The Burnett Honors College, including the general direction of the College and its programs, requirements, faculty participation, and curricular matters.

**3.10.16.2.2** To recommend to the dean of The Burnett Honors College on matters requiring judgments regarding faculty and student awards, scholarships, and other benefits. The Committee will also recommend, as required, on disciplinary matters relating to The Burnett Honors College including the removal of a student from the program.

**3.10.16.2.3** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.16.2.4** To bring any major policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.10.17 Commencements, Convocations and Recognitions Committee.**

The Commencement, Convocations, and Recognitions Committee is a reporting committee of the Faculty Senate that makes recommendations to the president and vice president for Academic Affairs regarding commencements, convocations, courtesies, awards, memorials, building names, honorary degrees, emeritus status and other forms of recognition.

**3.10.17.1 Membership.** The committee will consist of thirteen members: the president and vice president for Academic Affairs or their designated representatives, nine faculty members and two students. One faculty member shall be selected from each college. The faculty members shall be selected by the Committee on Committees with recommendations from the president and/or vice president for Academic Affairs for two year staggered terms. The president will

# UCF FACULTY CONSTITUTION

select the two students (for one year terms) in consultation with Student Government. The chair is appointed annually by the president from the faculty membership.

## **3.10.17.2 Duties and Responsibilities.**

**3.10.17.2.1** To examine and review commencement and convocation procedures and to make recommendations for future commencements and convocations taking into account budgetary implications.

**3.10.17.2.2** To make recommendations to the president regarding speakers for commencements and convocations.

**3.10.17.2.3** To make recommendations regarding the number and kinds of commencements and convocations.

**3.10.17.2.4** To examine and review all proposals for courtesies, awards, memorials, building names, emeritus status, honorary degrees, and any other recognition or honors bestowed by the University and to make recommendations to the president.

**3.10.17.2.5** To establish the standards and criteria by which to judge the qualifications for awarding honorary degrees.

**3.10.17.2.6** To establish criteria for the selection of those to be honored by the University with the designation distinguished alumnus.

**3.10.17.2.7** To serve as a selection committee for those to be named distinguished alumni.

**3.10.17.2.8** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.17.2.9** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.10.18 University Athletics Committee.**

The University Athletics Committee is a reporting committee of the Faculty Senate that recommends to the president on athletics policy and budget. The primary focus of the committee is to nurture and foster academic and fiscal integrity through an oversight of matters related to University Athletics.

**3.10.18.1 Membership.** The Committee consists of the following members: one faculty member from each college, the NCAA Faculty Representative, three students (the president of the Student Government, a senator and a student-at large), a Staff Council representative, a representative from Administration and Finance, a representative from Student Development and Enrollment Services, a community representative (nominated by the Executive Committee of the UCF Foundation), a representative of the Alumni Council, a representative of the Knight Boosters, and the Athletic Director (ex officio). Terms of service for faculty members are three years, staggered. The Committee chair shall be designated annually by the president. Meetings will be at least twice a year or upon call by the president. Faculty members of the Committee are selected by the Committee on Committees with advice from the vice president of Academic Affairs.

# UCF FACULTY CONSTITUTION

## **3.10.18.2 Duties and Responsibilities.**

**3.10.18.2.1** To supervise the relationship of the University to the athletic conference in which it holds membership and the National Collegiate Athletic Association and to insure compliance with all rules and regulations.

**3.10.18.2.2** To insure that the University's athletic program is in keeping with the educational objectives of the University.

**3.10.18.2.3** To review the academic advisement, retention and admissions of athletes.

**3.10.18.2.4** To recommend to the Faculty Senate policies that would ensure the academic and fiscal integrity of the Athletic Programs.

**3.10.18.2.5** To review the budget as proposed by the Director of Athletics prior to submission of that budget to the president.

**3.10.18.2.6** To monitor and review periodically the administration of the athletic budget.

**3.10.18.2.7** To serve as an advisory and recommending body for intercollegiate athletics.

**3.10.18.2.8** To bring any recommendations for policy changes to the Faculty Senate Steering Committee for consideration.

**3.10.18.2.9** To recommend the maintenance of existing sports programs and possible additions or reductions.

**3.10.18.2.10** To submit an annual report of their activities to the chair of the Faculty Senate by the end of the spring semester.

## **3.10.19 Academic Calendar Committee.**

The Academic Calendar Committee is a reporting committee of the Faculty Senate and recommends to the vice president for Academic Affairs on the academic calendar.

**3.10.19.1 Membership.** The Academic Calendar Committee shall consist of one faculty member from each college, the University registrar, the vice president for Student Development and Enrollment Services or designee (chair), and one student nominated by Student Government. No more than two of the faculty members of the committee shall hold a rank of assistant dean or higher. Terms of service shall be two years, staggered. Meetings will be held upon call by the chair. The faculty members are selected by the Committee on Committees.

## **3.10.19.2 Duties and Responsibilities.**

**3.10.19.2.1** To recommend the academic calendar and to insure compliance with the rules and regulations of the Board of Trustees.

**3.10.19.2.2** To consider the impact of changes in the academic calendar on students and faculty.

**3.10.19.2.3** To report any policy change recommendations to the Faculty Senate Steering Committee for consideration.

**3.10.19.2.4** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

# UCF FACULTY CONSTITUTION

## **3.10.20 University Promotion and Tenure Committee.**

The University Promotion and Tenure Committee is a reporting committee of the Faculty Senate and reports to the vice president of Academic Affairs. The Committee reviews all promotion and tenure applications and makes recommendations to the vice president of Academic Affairs.

**3.10.20.1 Membership.** The Committee shall consist of faculty members who hold the rank of tenured professor, and are active scholars within their particular field. Each College shall have one member. The Committee members are elected at large from their respective colleges by tenured and tenure-earning faculty for a two-year term, staggered. The chair is elected by the committee members. No member of the committee may be a member of a College Promotion and Tenure Committee.

### **3.10.20.2 Duties and Responsibilities.**

**3.10.20.2.1** To review all applications for promotion and tenure and make recommendations to the vice president of Academic Affairs. To maintain the confidentiality of all personnel records and matters under its jurisdiction.

**3.10.20.2.2** To function as an advisory committee to the vice president for Academic Affairs.

**3.10.20.2.3** To submit all policy concerns to the Faculty Senate Steering Committee.

**3.10.20.2.4** To submit an annual report of their activities to the chair of the Faculty Senate by the end of the spring semester.

## **3.10.21 Strategic Planning Council.**

The Strategic Planning Council is a reporting committee of the Faculty Senate and recommends to the University president on all strategic planning issues, including academic planning, institutional effectiveness, accountability, budget planning, and student services. Its scope does not include that of the Campus Master Planning Committee and the specifics of computer and technology policy that are covered by the Information Technology Resources Policy Committee.

**3.10.21.1 Membership.** The Council may consist of the following: one faculty member from each college, the chair of the Faculty Senate, and one faculty representing each of the colleges and one faculty representing the area campuses, a representative of the Staff Council, the vice president for Student Development and Enrollment Services, the Associate Vice President (Planning and Evaluation) for Academic Affairs, vice provost for Information Technologies and Resources, two college deans, the director of Minority Student Services, director of Diversity Initiatives, the director of International Studies and Programs, one department chair, the chair of the Research Council, the associate director of the Library, the director of Institutional Research and Planning, a staff representative from the Office of Public Affairs, the director of Computer Services, a student nominated by the Student Government president, an alumni nominated by the Alumni Association president, and additional members who may be appointed by the University president as appropriate to issues under review. Faculty representatives on the committee are selected by the Committee on Committees in consultation with the vice president for Academic Affairs. Terms of service for faculty members shall be three years, staggered. The Council chair shall be appointed by the president from the membership of the Council. The Council may establish ad hoc task forces to study various planning issues; such task forces will be modified or deleted as issues change.

# UCF FACULTY CONSTITUTION

## **3.10.21.2 Duties and Responsibilities.**

**3.10.21.2.1** To develop and recommend to the president, the University goals and any budget or academic actions necessary to support those goals.

**3.10.21.2.2** To develop and recommend to the president, the University's academic plan and any budget or academic actions necessary to support those recommendations.

**3.10.21.2.3** To develop and recommend to the president, the University's Mission Statement.

**3.10.21.2.4** To study and make recommendations to the president on any planning issues as requested by the president.

**3.10.21.2.5** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution and to provide an annual report to the president of its actions and recommendations.

## **3.10.22 Common Undergraduate Program Requirements Oversight Committee.**

The Common Undergraduate Program Requirements Oversight Committee is a reporting committee of the Faculty Senate which provides oversight of courses and alternative plans to fulfill the General Education Program, diversity and technology requirements, as well as other program requirements common to all undergraduate students.

**3.10.22.1 Membership.** The Committee shall consist of at least three faculty members from the College of Sciences, two faculty members from the College of Arts and Humanities (reflecting the proportion of general education credit between the two colleges), at least one faculty from each of the other colleges with undergraduate programs, and the Dean of Undergraduate Studies, who shall chair the committee. The Committee on Committees chooses faculty members in consultation with the college deans and the Dean of Undergraduate Studies. Only tenured and tenure-earning faculty members are eligible to serve on the Committee. Terms of service shall be two years, staggered. Non-voting members of the Committee will include a representative from the Office of Diversity Initiatives and a representative from the Karen L. Smith Faculty Center for Teaching and Learning. Other non-voting members may be added to the Committee as resource persons at the discretion of the chair.

## **3.10.22.2 Duties and Responsibilities.**

**3.10.22.2.1** To monitor that students fulfill common undergraduate program requirements such as General Education Program, diversity, Gordon Rule, foreign language, and CLAST as outlined in the undergraduate catalog.

**3.10.22.2.2** To assure that all courses submitted to fulfill the university diversity requirement meet the established definition of diversity.

**3.10.22.2.3** To collect and review syllabi of approved diversity courses.

**3.10.22.2.4** To review and approve alternative diversity plans for those units in which some students cannot meet the diversity graduation requirement via the General Education Program or a course in the major.

**3.10.22.2.5** To review proposals and all other changes to the General Education Program and transmit recommendations to the Undergraduate Policy and Curriculum Committee.

# UCF FACULTY CONSTITUTION

**3.10.22.2.6** To work with the Karen L. Smith Faculty Center, The Burnett Honors College, the Office of Diversity Initiatives, and other units as appropriate to develop lectures, workshops and other opportunities to permit faculty development related to the diversity requirement.

**3.10.22.2.7** To oversee the creation of survey instruments and other assessment materials regarding the General Education Program and to work with the deans and chairs to incorporate the results into the General Education Program.

**3.10.22.2.8** To oversee the development and effective administration, of initiatives directed towards enhancing undergraduate academic experience.

**3.10.22.2.9** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

**3.10.22.2.10** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

## **3.10.23 University Bookstore Advisory Committee.**

The University Bookstore Advisory Committee is a reporting committee of the Faculty Senate that advises the Bookstore management concerning materials and services needed by all segments of the University community.

**3.10.23.1 Membership.** Members of the committee are chosen by the Committee on Committees as follows: one faculty member from each college, two staff persons selected on a rotating basis from the various colleges, one professional librarian, one representative from Academic Affairs, one student nominated by Student Government, the Bookstore manager and the director of Business Services. Terms of service are one year for the student member and two years, staggered, for the other members. The chair shall be elected annually from its faculty membership.

### **3.10.23.2 Duties and Responsibilities.**

**3.10.23.2.1** To recommend policies that will foster a cooperative, mutually productive relationship between the Bookstore and its customers in the University community.

**3.10.23.2.2** To develop scholarship selection criteria, review applications and select scholarship recipients each year to receive free course textbooks and other awards for each semester.

**3.10.23.2.3** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.23.2.4** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.10.24 Parking Advisory Committee.**

The Parking Advisory Committee is a reporting committee of the Faculty Senate and recommends to the Parking Services management concerning policy and concerns relating to parking services needed by all segments of the University community.

**3.10.24.1 Membership.** Members of the committee are chosen by the Committee on Committees as follows: one faculty member from each college, two USPS representatives, one A&P representative selected on a rotating basis from the various colleges, two students nominated by Student Government, the Parking Services manager and a representative selected by the vice

# UCF FACULTY CONSTITUTION

president of Administration and Finance. Terms of service are one year for the student members and two years, staggered, for the other members. The chair shall be elected annually from its faculty membership.

## **3.10.24.2 Duties and Responsibilities.**

**3.10.24.2.1** To recommend policies that will foster a mutually beneficial parking environment for faculty, staff, students and visitors in the University community.

**3.10.24.2.2** To comply with the relevant provisions of sections 3.10.1 and 3.10.2 of the Faculty Constitution.

**3.10.24.2.3** To bring any policy change recommendations to the Faculty Senate Steering Committee for consideration.

## **3.11 State Advisory Council of Faculty Senates.**

The chair and the immediate past chair of the Faculty Senate or another Faculty Senator to be named by the Faculty Senate Steering Committee will represent the Faculty Senate on the State Advisory Council of Faculty Senates.

## **3.12 Bylaws.**

**3.12.1** The Faculty Senate shall establish such bylaws as necessary for the conduct of its business. Bylaws shall be adopted by majority vote of the membership of the Faculty Senate.

## **4.0 COLLEGE GOVERNANCE**

**4.1** Each college of the University shall provide for non-administrative faculty representation in its governance.

## **5.0 AMENDMENT PROCEDURES**

**5.1** Amendments to the Constitution may be considered by the Faculty Senate upon (1) recommendation of the Faculty Senate Steering Committee or (2) written request of ten percent of the members of the Faculty Assembly. The text of a proposed amendment must be made available electronically to the members of the Faculty Senate at least thirty days prior to the meeting at which it will be considered. For provisional adoption, a proposed amendment must receive an affirmative majority vote of the members of the Faculty Senate who are present. After provisional approval of the proposed amendment, the text of such amendment shall be made available electronically to all members of the Faculty Assembly for their review, consideration, and input to the Faculty Senate within fourteen days of notification. At a subsequent meeting of the Faculty Senate Steering Committee, all input from the members of the Faculty Assembly shall be considered for potential revisions to the amendment. The text of the proposed amendment, with any revisions based on the input of Faculty Assembly members, shall be made available electronically to all members of the Faculty Assembly at least thirty days prior to the meeting of Faculty Assembly to consider adopting the proposed amendment. For final adoption, the proposed amendment must receive an affirmative two-thirds vote of those who are present. If a quorum is not achieved at this meeting of the Faculty Assembly, a subsequent called meeting of the Faculty Senate shall consider the proposed amendment for final adoption. At this called meeting of the Faculty Senate, all members of the Faculty Assembly shall be invited to attend and participate. For final adoption, a proposed amendment must receive an affirmative two-thirds vote of the members of the Faculty Senate who are present. If there is a change in the designation of an office or in the title of an official included on a standing or reporting committee, the

# UCF FACULTY CONSTITUTION

membership representation on such a committee and in the Constitution will be automatically adjusted to reflect the change. Such changes will be presented to the Faculty Senate for its approval.

**5.2** An amendment shall, upon final adoption by the Faculty Senate, be transmitted to the president of the University for action. Within thirty days the president shall either approve the amendment or refer the amendment back to the Faculty Senate for reconsideration. Such a referral should include the reasons for the action. If the latter action is taken and the Faculty Senate again approves the amendment as originally adopted, it will be sent to the president for further consideration. An amendment shall become effective at such time as it receives the president's approval.

**5.3** This Constitution may be amended or replaced at any time by the Board of Trustees.